

ORD 1482-67
9 March 1967

MEMORANDUM FOR: ORD Division Chiefs

SUBJECT : Preparation of ORD History Papers

1. A few weeks ago in the Staff Meeting I indicated that a "first-draft" division input to the ORD history, other than the monographs which are due on 1 June 1967, should be submitted by 21 April 1967. Some divisions have already submitted rough, informal drafts. These should be amplified and cleaned up. The inputs should correspond to the guidelines received from the Historical Staff, O/DCI, which were circulated approximately one month ago. In order to refresh your memory, this information (Handbook for the Writing of DDI, DD/S&T and DDS Histories, ORD 333-67), is being circulated again under separate cover.

2. I suggest you meet with me at your earliest convenience to discuss any problems.

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1 - Each Division Chief
1 - SA/D/E Chrono
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